Overview

This chapter provides background information on the Department of Energy (DOE) Corporate Human Resource Information System (CHRIS).

When saving and navigating between fields within the CHRIS interface, you will notice a slight 'delay' as the information you enter is being processed. Due to the fact that this is a web-based system, you may experience a momentary delay as information passes between the client interface (you) and the server (the CHRIS Database). Every step has been taken to reduce this time, so wait time should be very minimal.

PeopleSoft/CHRIS Background

PeopleTools©, a product produced by PeopleSoft Software Inc., is a database developed in Oracle. DOE, like many other government and private organizations, chose this system because it has many capabilities for ongoing DOE Human Resources (HR) implementation initiatives. This product, as implemented by DOE, is called CHRIS. Broadly stated, the intended uses of CHRIS are as follows:

- Align core HR needs and practices across the DOE community

- Consolidate personnel data into a single integrated system

- Provide better information for improved decision making

Relational Database Overview

The CHRIS database is a consolidated centralized database used by DOE. It is accessible to DOE sites across the country through client/server technology. This technology involves storing the database on a large computer (referred to as the "server"). Each site has access to the database through personal computers/workstations (referred to as "clients") and telephone lines. This technology combines the power of mainframe computing with the ease and speed of personal computing.

Because PeopleSoft uses Structured Query Language (SQL), when you access the database, you are requesting and receiving only the specific data you need—not the entire database—in a file that uses a .SWP extension (pronounced "swap"). The first time you access a file, you will notice a slight delay while the server accesses and sends the file to your personal computer. Thereafter, there should be a limited delay. The speed of this exchange is one of the significant advantages of this technology.

CHRIS is a relational database. In its simplest sense, a relational database is a series of tables linked by key fields. The advantage of a relational database is that the user enters information only once and these data elements are automatically shared in every table that needs to reference each piece of data. This saves time by decreasing potential data entry errors.

What CHRIS Can Do: The Corporate Approach

CHRIS Training Administration provides the DOE Training community with one database for managing training records and administering training activities. It is integrated with employee personnel records through the overall Human Resources Management Information System portion of CHRIS. It provides a corporate approach with common data elements and business processes. CHRIS Training Administration became the Department's training system of record in October 1999.

The Departmental Training Information System (DTIS) was retired in December 1999. The data in DTIS and two other training databases were archived. These are the Local Educational Administrative Requirements Network (LEARN) and OnTrack for Training. The archived records are retrievable but not changeable.

The most used functions of CHRIS are the "Setup" pages and the "Use" pages. "Setup" pages are for the initial entry of course sessions (classes), facility, and vendor information. "Use" pages are for enrolling students in a course session and updating student training records. Users employ CHRIS's capabilities in the following four areas:

- Establish course sessions (class offerings of a particular course)

- Administer and track training sessions

- Register DOE employees for DOE-sponsored (internal) or vendor-delivered (external) classes and register non-DOE employees in DOE classes

- Generate a variety of reports

Establish Course Sessions

- Establish and track course session capacity and enrollments.

- Check participants' prerequisites.

- Identify course and course session owners and if enrollment is limited to employees at a particular site or open to all.

- Search for vendors Department-wide.

Administer and Track Training Sessions

- Generate waiting lists, session rosters, and completion reports.

- Maintain information on DOE Training Facilities, including room capacities, locations, contacts, and availability.

- Maintain training instructors list (DOE employees who provide instructions, including their areas of expertise).

- Generate a wide-range of notification letters.

- Close out completed training sessions.

Register Employees

Training office staff have access to the system to administer course sessions; enroll employees; and query employee training history, organizational training information, and costs.

The corporate level access allows the user to input data to the course table, competency table, licenses/certifications table, equipment and materials table, standard letter table, and tuition expense table.

CHRIS will maintain information on vendors (including primary types, location, contacts) to expedite student registration without reentering data.

Generate Reports

Training office staff are able to retrieve training data on costs, participation rates, deliveries, and course types by organizational levels. CHRIS tracks expenditures for individuals, DOE courses, and course sessions.

CHRIS Training Administration Corporate Administrators have global access to evaluate the system and generate Department-wide reports.

A DOE internal course catalog is maintained in CHRIS and is available for viewing by all system users.

Related Information Available Outside of CHRIS	Through Employee Self Service (ESS), all employees are able to access and verify their training records.

Through DOEInfo, designated resource managers will be able to gather and analyze training information for their organizations.

Through the CHRIS Home Page:

- Employees are able to view the DOE Course Catalog (all DOE active courses in the system)

- Employees are able to view the complete schedule of DOE active course sessions

- Employees are able to access the standard evaluation form, download, and complete it

- Training staff are able to access and complete the Continued Service Agreement

Security Level I: Corporate

Corporate level security is for the DOE-wide functional expert group that receives, evaluates, and enters changes to specific consolidated tables. This includes the role of maintaining the Equipment and Materials page, the Training Letters page, the Tuition Expense Type page, and the Course page. At this level, the user can generate DOE-wide corporate training reports.

Security Level II: Site System Expert

Individuals in the Site System Expert role have rights and privileges to perform any system action for their specific site with the exception of maintaining the tables reserved solely for the Corporate level. The Site System Expert does have view access to the following pages:
- Equipment and Materials
- Training Letters
- Tuition Expense Type
- Course

At this level, the user can generate organizational and employee training reports.

**Security Level III:
Course/Session
Coordinator**

Those in the Course/Session coordinator role have the rights and privileges to perform site-specific system actions necessary to develop and manage course sessions, to enroll students, to perform session close outs, and to generate organizational and employee training reports.

**Security Level IV:
Enrollment**

The enrollment level user has the rights and privileges to perform all system actions necessary to enroll students in both internal and external courses and generate individual development records.

**Hardware
Requirements**

- Pentium-based computer, 75MHz or higher

- 24 MB of memory although 32 MB is preferred

- Disk space free: 50-90 MB

- VGA controller and display
    - 640x480 resolution or higher supported; 256 color is recommended

- Network interface card

- Mouse/pointing device

- Access to a Hewlett-Packard LaserJet (or compatible) laser printer that supports TrueType® fonts and has at least 1.5 MB of memory

- At least one workstation with a standard ISO-9660 format CD-ROM drive (to install client software)

**Software
Requirements**

Must be a 32-bit operating system, either Windows 95/98® or Windows NT 4.0®.